

18 November 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, Administrative Staff, ODP
SUBJECT: Weekly Report for the Week Ending
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25X1 1. [] resigned from Management Staff effective 12 November to accept a position at TRW.

25X1 2. [] resigned from Office of Deputy Director for Processing on 13 November to accept a position at NSA.

3. A recent Employee Bulletin advises that open season for 1982 health benefits coverage has been postponed indefinitely. Benefits under the Federal Health Benefits Program will not be interrupted, however, and further guidance on 1982 benefits and rates will be furnished as soon as it is available.

4. We have also been advised by employee notice that as in previous years, times for office Christmas parties will be held to 15 and 17 December, from 1500-1800 hours.

5. Final decisions have now been reached on "backfill" space for ODP in the GG-GH corridor, and planning will shortly begin for the utilization of that space.

6. An initial meeting between ODP Admin reps and Office of Logistics Real Estate & Construction Division reps was held on 17 November on the move of Applications to the Credit Union Building.

Significant Events for the Coming Week:

1. An ODP longevity awards ceremony is planned for 19 November at 1330 hours in the Auditorium.
2. A tour of CAMS TRW space and the new Credit Union Building has been scheduled for D and DD/ODP on Monday, 23 November, from 1000-1200 hours.



Chief, Admin Staff